

**Sample 5-11**  
**DT Assist Memorandum of Agreement**

Tailor the standard MOA cover letter (page 5-51) for this MOA.

DEPARTMENT OF THE NAVY  
PROGRAM EXECUTIVE OFFICE  
XXXXXX WARFARE  
WASHINGTON, DC (20362-5169)  
COMMANDER, OPERATIONAL TEST AND EVALUATION FORCE  
NORFOLK, VA (23505-1498)

PEO/PM  
COMOPTEVFOR  
3980  
Ser XXX/XXXX

3980  
Ser XXX/XXX

MEMORANDUM OF AGREEMENT  
BETWEEN  
PROGRAM EXECUTIVE OFFICE  
AND  
COMMANDER, OPERATIONAL TEST AND EVALUATION FORCE

Subj: MEMORANDUM OF AGREEMENT FOR DEVELOPMENTAL TESTING (DT) ASSIST FOR  
THE XXXXXX (XXXX) PROGRAM

Ref: (a) SECNAVINST 5000.2B

**CAVEAT: DT assist is not a formal phase of OT, but rather a period of DT in which OT testers are actively involved, providing operational perspective and gaining valuable hands-on familiarity with the system. Data and findings from DT assist may be used to supplement formal OT data, provided certain criteria are met. DT assist does not resolve COIs, does not reach conclusions regarding operational effectiveness or suitability, and does not make a recommendation regarding fleet release. No OT test plan or final report will be generated. Following the DT assist, COMOPTEVFOR Assistant Chief of Staff for (specific warfare division) will provide a "Letter of Observation" reporting operational concerns and observations.**

Distribution limited to U.S. Government agencies only;  
test and evaluation document dated \_\_\_\_\_. Other  
requests for this document must be referred to CNO  
(N091) or COMOPTEVFOR.

Subj: MEMORANDUM OF AGREEMENT FOR DEVELOPMENTAL TESTING (DT)  
ASSIST FOR THE XXXXXX (XXXX) PROGRAM

1. This memorandum of agreement (MOA) establishes procedures for the conduct of a DT assist during the period of ..... at ....., ..... The purpose of the DT assist is to provide informal operational observations to the program executive officer/program manager (PEO/PM) for an operational evaluation (OPEVAL) ( **or other formal phase of OT**) scheduled for ..... No COI resolution or conclusions concerning operational effectiveness or operational suitability will be reached. PEO/PM and COMOPTEVFOR agree to the following procedures:

**a. Preoperations Planning**

**(1) Purpose of Testing**

**(a) DT.** To provide a technical evaluation of the capabilities and performance of the XXXXXX.

**(b) DT Assist.** To provide an informal observation of the operational performance of the XXXXXX in preparation for OPEVAL (**or other formal phase of OT**). In addition, DT assist data may be combined with the subsequent OPEVAL (**or other formal phase of OT**) data to support resolution of effectiveness and suitability issues and a milestone decision.

**(c) Coordination.** PEO/PM will review requirements and coordinate test planning, test assets, and resources. COMOPTEVFOR will aid in coordinating data collection for the DT assist.

**(2) Test Plan.** A DT test plan will be issued by PEO/PM. DT test events will be monitored by COMOPTEVFOR operational test directors and designated trusted agents as a DT assist.

**b. Test Execution.** The test phase covered by this MOA shall commence when PEO/PM begins formal DT. Test data and results will be freely exchanged between COMOPTEVFOR and PEO/PM.

**c. Schedule Changes.** PEO/PM will provide a revised schedule to COMOPTEVFOR as soon as possible should the DT/DT assist schedule change.

**d. Reports**

**(1)** PEO/PM will publish DT results and convene an operational test readiness review, per reference (a), prior to commencement of the next formal phase of OT.

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ASSIST FOR THE XXXXXX (XXXX) PROGRAM

**(2)** Following the DT assist, COMOPTEVFOR Assistant Chief of Staff for (**specific warfare division**) will provide a "Letter of Observation" reporting operational concerns and observations within 90 days.

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Assistant Chief of Staff

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Program Executive Officer/Program Manager